



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

DATE: June 26, 2015

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus, Moldova and Cyprus (USAID)

SUBJECT: Job Opportunity Announcement # 3, **External**, USAID/Moldova

POSITION TITLE: PROJECT MANAGEMENT ASSISTANT –CROSSCUTTING

POSITION TYPE: FSNPSC – 40 hours per week

POSITION GRADE LEVEL: FSN-7

ENTRY GRADE LEVEL: FSN-7 (Until the incumbent will successfully complete all mandatory USAID trainings and reach the full performance level of the position)

OFFICE LOCATION: USAID/Moldova, Chisinau

OPENING DATE: June 26, 2015

CLOSING DATE FOR APPLICATIONS: July 10, 2015 at 6:00 PM Chisinau time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé* and *letter of interest* **in English** to the USAID Human Resources Unit at KyivVacancies@usaid.gov.

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus, Moldova and Cyprus is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview and test.

BASIC FUNCTION OF POSITION

This position is located in the Chisinau Office of the regional Mission for Ukraine, Belarus, Moldova, and Cyprus. The Project Management Assistant reports directly to the Moldova Office Project Development Officer (PDO).

He/she will be responsible for working on and supporting a wide-range of activities within the USAID/Moldova portfolio and will have Agreement Officer's Representative (AOR) and/or Contracting Officer's Representative (COR) responsibility for activities that cut across the Moldova portfolio.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as policy advisor to the Country Program Officer (CPO) and PDO on major cross cutting issues impacting USAID development programs in Moldova. He/she analyses all legal and economic events that may influence project implementation and advises management.

The incumbent contributes to the design, implementation and monitoring of activities implemented in Moldova; serving as Activity Manager (AM) and/or AOR/COR for several activities. He/she is responsible for managing, monitoring, data collection and evaluative services, and maintaining day-to-day flow of operations in assigned activities, routinely assessing and suggesting modifications in their approach to ensure continued viability in a rapidly changing environment.

He/she assists the CPO in managing USAID's relationships with Moldovan Government officials at various levels, promoting the policy interests of the U.S. government and gaining acceptance of USAID conceptual frameworks and policies. The incumbent maintains good working relationships with counterparts at the U.S. Embassy/Chisinau and in international donor organizations such as EU, UNDP, WB, etc. The incumbent keeps the CPO and PDO informed on the progress of these programs.

The incumbent has responsibility for assisting the PDO in the development of multi-million dollar projects/activities of different complexity which are sectoral in scope and critical to the success of the USAID/Moldova program. He/she drafts portions of the annual Moldova Operational Plan and other USAID strategy documents.

As a COR for contracts and task orders he/she is responsible for monitoring contractor performance for compliance with the terms and conditions of the contract, inspecting and accepting goods and services on behalf of the U.S. government and annually reviewing the contractor's performance. As an AOR for grants or cooperative agreements he/she is responsible, along with the Agreement Officer, for ensuring that USAID exercises prudent management over its assistance funds.

It is expected that the incumbent will perform these major duties and responsibilities with an approximate level of effort in the following areas:

Activity Management 35%

Many of the activities within the USAID/Moldova portfolio have strong linkages with each other. The incumbent will assist in the management of cross-cutting activities that span more than one sector objective. In addition, the incumbent will manage certain activities designated by the CPO in order to ensure an equitable distribution of workload within the Moldova Office. AOR/COR/AM duties will be assigned by the CPO contingent on Office workload requirements and possible new activities in the portfolio.

Office Environmental Officer 5%

The incumbent is the principal contact in USAID/Moldova on issues related to environmental/global climate change programs. He/she provides technical oversight to the implementers and maintains coordination with relevant USAID/Washington bureaus. The incumbent will be responsible for ensuring that both new project designs and ongoing projects are in full compliance with USG environmental regulations.

Project Design & Program Reporting 30%

The incumbent will assist with the development of detailed scopes of work, illustrative budgets, waivers, action memoranda, proposal review, competitive selection documentation, etc., on matters related to procurement planning for new and ongoing activities within USAID Chisinau Office portfolio. The incumbent will also help to coordinate the selection of Moldova Office reports, documents, success stories, graphics and photographs.

Other Project Management and Administrative Support Duties 30%

In addition to the activities described above, the incumbent will be expected to perform tasks and duties as assigned by the PDO and Chisinau Office senior management. This will include, but is not limited to, translation, drafting of documents for management review, logistical support in setting up and recommending key meetings, participation in events at the request of the CPO and/or PDO, and liaising with counterparts and colleagues in Moldova, the Kiev Program Coordination & Strategy (PCS) office and in USAID's Europe & Eurasia bureau in Washington, D.C.

For the activities where the incumbent is AOR/COR, he/she will receive a formal designation letter which spells out his/her duties and responsibilities in more detail and specifies the limitations of his/her authority. As a AOR/COR, the incumbent must remember that he/she represents the U.S. Government when dealing with contractors or recipients and that she must not only avoid a conflict of interest but even the appearance of a conflict of interest in his/her actions. If the incumbent has not completed the USAID AOR/COR Certification Program, the Regional Agreement/Contracting Officer may designate him/her as an uncertified AOR/COR per ADS procedures, including confirmation that the incumbent will complete the AOR/COR certification and Agency training requirements within six months. In addition, conduct of the incumbent's AOR/COR duties must be specifically addressed in his/her annual performance evaluation with input from the Regional Agreement/Contracting Officer and contractors and/or recipients mandatory. As the activity manager and/or AOR/COR the

incumbent will be expected to perform the following functions:

1. Planning: participation in setting strategic plans and intermediate results; establishing indicators and benchmarks to measure performance; building a results framework.
2. Continuous contact and efficient communication with host country officials at all levels involved in project implementation and facilitation of coordination between the host country central and local governments, public sector and USAID contractors and/or grantees to ensure open channels of communication.
3. Tracking contractor's performance progress, analyzing work plans to see whether activities proposed by implementers are cost-effective and timely, fit with project objectives and stay in line with the approved budget.
4. Monitoring and facilitating project implementation to assure that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions and specifications.
5. Performing inspection (field trips) necessary in connection with the above; identification of contractor deficiencies; acceptance/rejection on behalf of the government.
6. Monitoring the contractor's performance and notifying the contractor in writing of deficiencies observed during surveillance, and directing appropriate action to effect correction.
7. Recording and reporting to the contracting officer incidents of faulty or nonconforming work, delays or problems.
8. Preparing memorandums, cables and reports as required.
9. Establishing and maintaining an official file that verifies contractor performance, as well as records, logs and reports that document actions taken by USAID and the contractor/grantee during performance. Using performance information and feedback to make necessary adjustments.
10. Managing project budgets to ensure funds are used in strict accordance with the terms of contracts, grants or cooperative agreements. Verifying vouchers from the contractor to ensure payment is only made for services received.
11. Preparing a contractor/grantee performance report per USAID procedures.
12. Maintaining coordination and liaison with other USAID activities, donors, NGO and private sector groups whose development activities have common or complementary scope.

13. Advising the USAID/Moldova management on economic, political, social and cultural aspects that may influence project implementation.

DESIRED QUALIFICATIONS:

a. Education

University degree or the host-country equivalent in public administration, business administration, economics, finance, or other appropriate field required.

b. Experience

Three to five years of progressively responsible, professional-level experience in the indicated field of specialization is required.

c. Language

Level IV (fluent) English proficiency is required. Fluency in Romanian and Russian is required.

d. Knowledge

A very good knowledge of the concepts, techniques, and practices of the assigned professional field of specialization is required. A good knowledge of host-country characteristics and the host-government's development perspectives, objectives and priorities, particularly in the program or project areas assigned is desired. A good knowledge of the U.S. Government regulations relating to acquisition and assistance; of procedures and documentation; and of the objectives, methodology and status of the programs and projects to which assigned.

e. Ability and skills

Ability to establish and maintain contacts with senior-level officials of the host government and personnel in the private sector required. Ability to communicate effectively, both orally and in writing, is required. The ability to write clearly and concisely in English is a crucial skill for this position. Ability to recognize developments and trends reflected from collected data and bring them to the attention of supervisors is required. Good communication skills including the ability to articulate AID policies and strategies and to respond to queries concerning AID's viewpoint on various issues are essential. AOR/COR and other training opportunities will be provided when necessary.

POSITION ELEMENTS:

a. Supervision received

Employee is expected to work independently in planning and carrying out assignments. The Project Management Assistant reports directly to the Moldova Office Project Development Officer (PDO) and will general guidance from the CPO and the Supervisory General Development Officer (SGDO).

b. Available Guidelines

AID Handbooks

Relevant Mission Orders

Guidance cables from AID/Washington and AID/Kiev

c. Exercise of judgment:

Professional-level judgment and creativity are required in planning, establishing priorities, analyzing and problem solving at a high level of difficulty factors related to project formulation and implementation of USAID/Moldova activities.

d. Authority to make commitments:

The incumbent will generally have authority to make commitments on matters that do not change the conditions set forth in official project agreements. Where such changes may be warranted, he/she advises the Supervisory General Development Officer and the appropriate Project Manager and recommends a course of action. The incumbent has no authority to commit U.S. Government funds.

e. Nature, level and purpose of contacts:

Works with senior staff in the USAID/Moldova office, U.S. Embassy staff as needed, contractors/grantees, and Moldova senior level government officials. For participation in the meetings, the incumbent only receives general instructions and considerable trust is placed on independent judgment in his/her communication with counterparts. The purpose of the contacts will generally be to promote the concepts on which the projects are based, channel activities in the most productive directions, facilitate implementers' efforts, and to obtain feedback in assessing problems and progress.

In all types of communication the incumbent is expected to address issues with tact and diplomacy, while remaining persuasive and being able to influence the counterparts who show resistance or rigidity in their positions. The incumbent must provide complex explanations, do presentations, and, if required, enter into formal negotiations. In all communications the incumbent will attempt to provide leadership, create commitment and maintain an environment conducive to cooperation.

f. Supervision exercised:

N/A